

## ELECTRONIC PAYMENT OF FILING FEES THROUGH PAY.GOV



The Northern District of New York is authorized to accept payment of fees through an electronic credit card payment system established by the United States Department of Treasury, known as **Pay.Gov**. Currently, as of **December 1, 2006**, the Northern District of New York is utilizing Pay.Gov to allow attorneys to e-file their Civil Complaints and Notices of Removal. Notices of Appeal and Motions for Pro Hac Vice will be processed for payment of fees in the near future through Pay.Gov.

Use of the Pay.Gov electronic payment system enables fees to be paid without submission of credit card information to the Clerk of Court. This means that the Clerk's Office will not maintain credit card numbers of attorneys or law firms. Filing users are automatically redirected from CM/ECF to the Pay.Gov site when an eligible event is filed (e.g. Civil Complaint, Notice of Appeal). **Payment of filing fees through Pay.Gov will be mandatory after January 1<sup>st</sup>, 2007<sup>1</sup>.**

When filing an event that has a fee associated with it, the filing user will be re-directed to the pay.gov site as shown below. The name and address of the filing user will be pulled from CM/ECF and automatically be displayed on the screen. The name and address information does not have to match the credit card account name and address. The applicable filing fee amount will also be automatically displayed on the screen. The filing user will only need to select the credit card type, enter the credit card number and expiration date. Once this information is entered, the filing user must click on the **Continue with Plastic Card Payment** button. **Please note that the filing user will not be able to continue with the filing of the initial pleading/document without paying the required filing fee.**

The next page illustrates the screens that the user will see once they are re-directed to Pay.Gov for payment of the associated fee. For additional training information on Pay.Gov, please visit the Court's website at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

Thank you

Lawrence H. Baum  
Clerk of Court

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<sup>1</sup>If the CM/ECF and/or pay.gov systems are unavailable, you may file your initiating documents traditionally at one of the Clerk's Offices.

**Online Payment**[Return to your originating application](#)**Step 1: Enter Payment Information**

1 | 2

**Pay Via Plastic Card (PC)** (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:	<input type="text" value="strain49"/>	*
Payment Amount:	\$350.00	
Billing Address:	<input type="text" value="123 Main Street"/>	*
Billing Address 2:	<input type="text"/>	
City:	<input type="text" value="Syracuse"/>	
State / Province:	<input type="text" value="New York - NY"/>	
Zip / Postal Code:	<input type="text" value="13202"/>	
Country:	<input type="text" value="United States"/>	*
Card Type:	<input type="text" value="Visa"/>	*
Card Number:	<input type="text" value="4111111111111111"/>	*(Card number value should not contain spaces or dashes)
Security Code:	<input type="text"/>	(On the back of your Card, find the last 3 digits) <a href="#">Help finding your security code</a>
Expiration Date:	<input type="text" value="01"/> / <input type="text" value="2010"/>	*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: strain49 123 Main Billing Address: Street Billing Address 2: City: Syracuse State / Province: NY Zip / Postal Code: 13202 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 1 / 2010	Payment Amount: \$350.00 Transaction Date 07/25/2006 13:56 and Time: EDT

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: Confirm Email Address: CC: Separate multiple email addresses with a comma**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

